

FEE SCHEDULE & PAYMENT POLICY

Effective Date: January 1, 2024

This Fee Schedule & Payment Policy ("Policy") governs all billing practices for services provided by Brandi Branz Consulting ("Consultant"). By engaging Consultant's services, the client ("Client") agrees to all terms outlined herein.

1. STANDARD FEES

- 1.1. All service fees are set forth in the Client's onboarding documents and/or invoice(s).
- 1.2. Any reduced pricing, promotional rates, or payment arrangements granted to the Client remain subject to this Policy without exception.

2. PAYMENT TERMS

- 2.1. All invoices are due on the date indicated on the invoice.
- 2.2. Payments must be made through the designated invoicing platform.
- 2.3. Payment plan due dates are binding once established.

3. LATE PAYMENT POLICY

- 3.1. A late fee of \$15 shall be automatically applied to any invoice that becomes 5 days past due.
- 3.2. An additional \$15 fee shall be applied on the 15th day of continued nonpayment.
- 3.3. A final \$15 fee shall be applied on the 30th day of continued nonpayment.
- 3.4. The maximum late fees that may accrue in a single month shall not exceed \$45 per overdue invoice.
- 3.5. Late fees are automatically generated by the invoicing system and shall not be manually removed except in cases of verified system error.
- 3.6. Consultant reserves the right to pause or terminate services for any account with unpaid balances or recurring delinquencies.

4. PAUSED SERVICES

- 4.1. Services may be paused at the Client's written request, provided all outstanding invoices (including late fees) have been paid in full.
- 4.2. While services are paused:

- No work shall be performed.
- No deliverables shall be produced.
- No future invoices shall be issued.

4.3. Previously paid fees are non-refundable and apply solely to work completed up to the pause date.

5. SCOPE OF WORK AND PAYMENT ALIGNMENT

5.1. Each payment corresponds exclusively to the service(s) documented in writing at the time of payment.

5.2. Payments for business vision mapping and business planning cover those stages only.

5.3. Business formation services begin only after planning is complete and payment for formation has been remitted.

5.4. Misunderstanding or misinterpretation of the service stages does not alter the agreed fee schedule.

6. FAILED OR RETURNED PAYMENTS

6.1. Client shall remain fully responsible for any failed, declined, or reversed payments.

6.2. Consultant reserves the right to invoice the Client for any bank-assessed fees resulting from the Client's failed payments.

7. ADJUSTMENTS TO PAYMENT ARRANGEMENTS

7.1. Payment arrangements may be modified at the discretion of Consultant, based on project demands, Client history, and workload capacity.

7.2. Adjustment of a payment arrangement does not nullify previously issued invoices or due dates.

8. TERMINATION OF SERVICES

8.1. Consultant may terminate services at any time for:

- Unpaid invoices,
- Habitual late payments,
- Noncommunication, or
- Failure to comply with this Policy.

8.2. Upon termination, all unpaid amounts—including accrued late fees—become immediately due.